

# CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and operates under the council-manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City’s total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport and regional library system.

The City Manager indirectly supervises all City departments. Three Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Parks, Recreation and Community Services, Museum, Library, Community Development, Development, and the Airport.

Riverside’s emphasis on public participation in the policy development process is evidenced by the establishment of 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



**An Equal Opportunity Employer**  
For additional information regarding this opportunity, contact:

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**Applications will be accepted until the position is filled.** To be considered, please submit a City application. Applications are available online at: [www.riversideca.gov](http://www.riversideca.gov) . Please reference Job Code 87312.

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six months. The eligibility list may be terminated or extended dependent upon supply and demand needs, at which time remaining eligibility list candidates would be notified.

*Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.*

# The City of Riverside Is Seeking An Experienced And Dynamic Leader To Serve As

## EMPLOYEE RELATIONS OFFICER (Non-Classified) \$71,736 - \$105,771



**This is an exceptional opportunity to create and oversee a major new program area for Human Resources and the City of Riverside.**

## THE POSITION



Under general direction, the Employee Relations Officer will assume lead responsibility for managing the City's Employee/Labor Relations Program, which includes coordination of contract negotiations, resolution of labor-management issues and grievances, responding to complaints, conducting of internal investigations, advising on disciplinary notices, and ensuring consistency in the City's interactions with the seven unions and associations that represent City employees. This position will provide key support to operating departments, thus allowing managers in these areas to focus on their public service missions. This position is

## INFORMATION

Typical duties may include:

- Manage the employee/labor relations function and assure timely handling of all activities in this area.
- Participate in the meet and confer process as a resource and member of the management negotiating team.
- Mediate supervisor/employee issues and develop action plans.
- Prepare union correspondence and interact with union representatives on employee relations matters.
- Receive all complaints regarding employee relations issues; determine scope, communicate with Department Heads; conduct investigations; and prepare report of findings and recommendations.
- Prepare reports for City management and the City Council.



## HUMAN RESOURCES DEPARTMENT

The City of Riverside Human Resources Department has an annual operating budget of \$4,115,207, with 22.65 FTE authorized positions. The mission of the department is to provide a professional and responsive environment while administering quality personnel services with the highest level of professionalism and integrity in order that the organization can attract, retain, train, and motivate a highly competent workforce. Services and programs within the Human Resources Department include Classification and Compensation, Employee/Labor Relations, Employment, Training, and Benefits. The philosophy of Human Resources is to be a progressive organization with a customer service focus while ensuring regulatory responsibilities as well as a safe environment free of discriminatory practices.

*It is the people that make Riverside special...*

## EDUCATION AND EXPERIENCE

The ideal candidate will possess a Bachelor's Degree from an accredited college or university with major course work in Public Administration, Business Administration, or a closely related field and have at least three years of senior level professional Human Resources experience including experience in contract negotiations and resolution of labor management issues and grievances. A Master's Degree is highly desirable and may also substitute for one year of the required experience.

## COMPENSATION & BENEFITS

Salary is \$71,736-\$105,771 annual.\* The City offers an attractive benefits package, the central provisions of which are as follows:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% at 55 formula. The City pays approximately \$478 to \$641 per month of the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$851 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$600,000.
- Deferred Compensation—The City contributes up to \$250 per month to a 457 deferred compensation plan for a minimum \$25 employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

\*Appointment may be made at any step contingent upon qualifications of successful candidate. Refer to class title Principal Human Resources Analyst or Compensation and Employee Relations Manager when reviewing salary schedule or job specifications.

## THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 13th largest City in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.



The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

*It is the employees that make Riverside great.*